

WORK STUDY JOB POSTING

JOB TITLE: UVSS_WUSC1 - Local Committee Coordinator

DEPARTMENT NAME: University of Victoria Students' Society - WUSC

CONTACT NAME: Dr. Scott Watson*, Department of Political Science

JOB DESCRIPTION:

The UVic chapter of the World University Service of Canada (WUSC) is looking to fill the position of club coordinator to assist with the Student Refugee Program. The Student Refugee program is a nation-wide program that sponsors student refugees to study at Canadian universities. Each year, \$2.50 of each undergraduate student's UVSS fee and \$2.00 of each graduate student's GSS fee goes towards supporting four students to study at UVic. Through the program students gain permanent residency status, allowing them to live and work in Canada for the rest of their lives. The position will involve playing a key role sponsoring the students while working in collaboration with the other members.

The position will involve hands-on support for sponsored students, management of UVic WUSC volunteers, overseeing educational and other WUSC activities on campus, and various administrative duties such as filling out paperwork and communicating with WUSC Ottawa. This position will work in close partnership with other WUSC Local Committee members and student service providers both on and off campus. As such, an ideal candidate would be someone with knowledge of, and experience with, the UVic WUSC Local Committee, preferably those who have senior roles in the committee (i.e. General Coordinator) or have previously been sponsored students.

Job duties include:

- Maintaining regular contact with the sponsored students and ensuring their needs are being met
- Coordinating orientation of sponsored students and working with other WUSC members to ensure sponsored students are oriented on campus and in the community
- Managing volunteers and overseeing fundraising, educational, outreach and other activities on campus and in the community campaigns
- Carrying out administrative duties such as organizing local committee student members' travel to the Annual General Assembly in November
- Updating and developing resources for sponsored students and volunteer coordinators

QUALIFICATIONS:

- Familiarity with the needs of newly resettled sponsored students
- Experience in volunteer management, administrative work and / or experience coordinating groups
- Strong sense of cultural awareness and sensitivity
- A professional and flexible attitude to the program
- Experience working with the UVic WUSC local committee or a similar organization is an asset

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

JOB LOCATION ON-CAMPUS: Student Union Building, SUB Room B003

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ none

HOURS AVAILABLE: 340

HOW TO APPLY: Please send a cover letter and resume by Sept. 15, 2017
to: Dr. Scott Watson, sdwatson@uvic.ca